**COMMITTEE ON ACADEMIC STANDING**October 28, 2020 - 2:00 – 4:00

Topic: CAS 10/28/20

Time: October 28, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81774155940>

Meeting ID: 817 7415 5940

**AGENDA**

1. **Call to Order and Announcements** Steve Powers
2. **Approval of Minutes from 9/23/20**  Teresa Fisher
3. **Item from Senate (keep scrolling!)** Steve Powers

Any further input?

1. **Student Appeals and Fall Sub-Committee Dates** Cheryl Byrd
2. **College Now Grades (see below)**

Whether to implement the CUNY College Now Grading Scale Steve Powers

A+, A, A-, B+, B, B-, C+, C, INC, W (student initiated), NC

VOTE TO BE TAKEN TO GO AS ACTION ITEM TO
SENATE IF PASSED

1. **Business Department Law Program, Proposed Changes** Paul Jaijairam

**Please scroll to the end, last documents** Or Nicole Knight

Or Howard Clampman

1. **Extension for last day to withdraw from the semester** Chancellor (I doubt he

**(My highlight below)** attend, so Dean Ott)

**Subject:** Announcement: Permanent Extension of Deadline to Withdraw from Classes

   As you know, in Spring 2020, we extended the deadline to withdraw (W grade) officially from a class from the original date of April 1st, 2020 until the end of regular classes to provide additional flexibility to students.

An analysis of Spring 2020 class withdrawals show that students benefited from this flexibility and that withdrawal rates were lower than in previous semesters.  Furthermore, the number of retroactive withdrawal extension appeals decreased.  This resulted in a reduced number of reported WU (Unofficial Withdrawals) grades which in turn 1) reduced reporting workloads associated to the recalculation of students financial aid information as these grades are treated as F’s in a student’s academic record and 2) reduced administrative work to reverse WU grades to W grades as a result of retroactive grade appeals from students.

Today, I write to inform you that based on the information above and after consulting with the Academic Policy Committee and the University Faculty Senate, we will permanently extend the date of the last day to withdraw from a class to the last day of classes for a particular semester.  This information will be updated in the University’s Academic Calendar: [www.cuny.edu/calendar](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.cuny.edu_calendar&d=DwMGaQ&c=4Vdm1MaRFolbHP3GfCW8OaEJr-_kg6D2vkw0oFZtYA8&r=47UOVntBALDTEIJ9U4tYgVAqRx_GiSkugli-e6Jv8jM&m=O8Y2nzHYd1NpfuEIiwB02t0FeaV4nNsY8CkLUpRN-M4&s=FmHPASh8KRE3BGpNmFDzTuDKHi6Vwb1FOfRotU0Bfgo&e=) .

JL

 **6a. CUNY Change to Withdrawal Date (above) Alex Ott (guest)**

**Implications:**

a. **Revisions needed to Codification 7.1.1 (below) to align with new CUNY Policy (attached)**

Current codification:

*7.1.1 Time constraints on withdrawals*

*a. Students wishing to withdraw from any course in which they are registered, may do so at any time*

*after the third week and prior to completion of the tenth week of all instruction and evaluative*

*procedures for the course up until the last day of classes for a particular semester*

b. **Incomplete Resolution Date: CAS discussion suggested.** **More information on “What do the other Community Colleges do?: provided by Octavio Melendez. Thank you Octavio!!**

Issue: Does changing Withdrawal date have implications for the INC resolution date (at 10th week of semester, per Codification). Note that [CUNY policy](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/registrar/resources/CUNY-Uniform-Grade-Glossary-and-Guidelines-08012018-1.pdf) re INC grades allows for local colleges to set the resolution date, as long as it is before the last day of classes, of following semester (excluding summer).

[CUNY policy](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/registrar/resources/CUNY-Uniform-Grade-Glossary-and-Guidelines-08012018-1.pdf):

*INC: The grade of “INC” (Incomplete) should only be given by the instructor in consultation with the student with the following guidelines:*

*o When there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Upon timely completion of said incomplete work, the student would earn passing grade.*

*o When a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.*

*o Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons other than the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy Transcript comments for INC grades should be added to the 7 student record indicating the nature of the incomplete*

*o The grade of “INC” lapses to an “FIN” grade, per a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.*

Current Codification:

8.6.4 Deadline for the resolution of temporary grades

*a. The deadline for a student to resolve a temporary grade by completing coursework shall be the end of the 10th week of the semester immediately following the one in which the grade was given.*

*b. If a student cannot comply with the 10th week deadline for submission of required coursework, he/she may file for an extension of the temporary grade only with the approval of the instructor and/or department chair. The instructor and/or the department chair will then specify the period of time by which the coursework must be completed (no later than the 10th week of the semester following the one in which the extension was granted).*

*c. These grades will automatically convert from INC to FIN (See 8.5.1) at the end of the 10th week of the semester immediately following the one in which the grade was given unless the student has completed the coursework or has been granted an extension.*

**So what do the other community colleges do…. GLAD YOU ASKED!**

|  |  |
| --- | --- |
| INC Benchmark |   |
| BMCC | The “INC” grade reverts to an “FIN” if a change is not made by the following deadlines: Spring and Summer terms- November 1; Fall term- March 15. |
| HOSTOS | at HCC, the INC becomes a FIN grade if the missing coursework is not completed by the 8th week of the semester immediately following the semester in which the INC grade was assigned.  |
| QCC | at QCC, the INC becomes a FIN grade if the missing coursework is not completed by the end of the semester immediately following the semester in which the INC grade was assigned.  |
| LGCC | A student receiving an IN is required to submit all completed work before the end of the semester following the one in which the IN is given. |
| KCC | Changed to “FIN” unless work is completed within 10 weeks of the next 12 week term |
| GUTTMAN | If the student does not satisfactorily complete the missing work by the date specified in the INC contract or by the last date of the following term, the grade automatically reverts to an NC for designated courses in the first year and to an “FIN” for all other courses. |

1. **PLA Policy from CUNY (sent with agenda)** Alex Ott

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/CAPPRAgenda060820.pdf>

Current Codification

## **10.5 Exemptions by prior learning assessment**

1. Academic departments may choose to offer an opportunity for students to earn credit via prior learning assessment of learning of an academic nature that has taken place outside the traditional college classroom. This learning may have occurred in any variety of venues, including but not limited to the following: work or training experience (e.g., police academy, military), coursework completed at post-secondary institutions from which BCC does not accept transfer credit, and independent study. An academic department may evaluate this learning for possible college credit and course equivalency through an appropriate method, including but not limited to the following: syllabi/documentation review, industry certification review, departmental challenge exam, or portfolio review.
2. **Summer Credit Limit Ott/Powers**

The issue is that we do not have one, except for probation

students, and they mostly registered for too many before the

grades and academic standing were in. So we want to add one,

no more than one course per session. Thoughts?

 THANKS TO CHRIS E. For the Data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Session | # of Courses | N | Avg. Summer Grade | Avg. Spring GPA |
| 1 | 1 | 2104 | 2.99 | 2.85 |
| 1 | 2 | 219 | 2.83 | 2.86 |
| 1 | 3 | 10 | 2.90 | 2.96 |
| 1 | 4 | 1 | 3.93 | 3.96 |
| 2 | 1 | 2003 | 2.76 | 2.79 |
| 2 | 2 | 291 | 2.75 | 2.68 |
| 2 | 3 | 29 | 2.83 | 2.68 |
| 2 | 4 | 2 | 1.63 | 1.13 |
| 3 | 1 | 1441 | 2.85 | 3.00 |
| 3 | 2 | 90 | 3.00 | 3.10 |
| 3 | 3 | 2 | 2.30 | 3.24 |
| 4 | 1 | 503 | 2.95 | 2.77 |
| 4 | 2 | 24 | 2.84 | 2.42 |
| 4 | 3 | 2 | 3.35 |   |
|  |  |  |  |  |
| 1 | 6051 | 2.88 | 2.86 |
| 2 | 624 | 2.82 | 2.79 |
| 3 | 43 | 2.84 | 2.77 |
| 4 | 3 | 2.39 | 2.07 |
| Total | 6721 | 2.87 | 2.86 |

1. **Valedictorian/Salutatorian** Ott/Powers

Just when we thought we had one thing that actually worked…

So a student who graduates in January, has an advantage over a

June graduates, if we get to the criteria of A+ grades earned.

AND! How do we handle CR and NC Covid Grading Policy for Val/Sal?

Current Codification

## **11.7 Graduation Honors**

1. It is generally recognized that the academic honor of valedictorian or salutatorian is reserved to students who have accomplished the highest academic achievements in their graduating class. The college commencement committee (which is open to both faculty and staff) shall be responsible for the selection of the valedictorian and salutatorian. Recommendations to the commencement committee regarding the selection of the valedictorian and salutatorian shall be made by a subcommittee, to be comprised of members of the commencement committee as well as the CAS chair or designee.
2. In making their selections the committee shall follow the following criteria and process:
	1. The valedictorian and salutatorian shall be those students having the highest and next highest academic index among those graduating.
	2. Calculation of the academic index for such determination shall includegrades for courses transferred, if any.
	3. Calculation of the academic index for June graduates shall include all courses taken exclusive of those currently being taken during their terminal Spring semester.
	4. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian.
	5. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee shall consider the following additional factors to distinguish the scholarship performance of candidates\*
3. number of credits with grade of A+
4. GPA after recalculation that includes all grades earned at all colleges, including F grades (or other grades) that may have been forgiven by institutional policies
5. fewest number of transfer credits
6. number of credits with honors designation

\*(Note that the above four items—a, b, c, d—are sequential and exclusive. That is, 5a shall be considered before 5b. If 5a distinguishes the candidates, no consideration of 5b is permissible, etc.)

* 1. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee will name co-valedictorians and no salutatorian.
1. Note: In the above paragraphs the term “shall” is construed to be mandatory while the term “may” is construed to be permissive.

Fall 2020 Dates: **(actual meeting dates in bold)**

**November 11th**

November 25th (no meeting, classes follow a Friday schedule)

**December 9th**

December 23rd (no meeting)

Very Tentative Spring Dates

February 10, 2021

February 24, 2021

March 10, 2021

March 24, 2021

April 14, 2021

April 28, 2021

May 12, 2021

Senate Committees

Number of Seats on a Committee

The proposal (as I understand it): The proposal seeks to amend the governance plan to set membership on each standing committee of the Senate to include: “one representative to be elected by each department.”

Background: Currently three committees have representatives from each academic department (Academic Standing, Curriculum and CIPD) while the remaining seven committees (Executive, Governance and Elections, Space, Facilities and Physical Plant, Community Events, V.P.s and Deans and Academic Freedom) do not. The proposed new Diversity Committee which went to referendum in the Spring but which has yet to be formally established does provide for one member from each Department.

The seven committees affected by this proposal each have varying numbers of faculty/ instructional staff representatives elected by the Faculty Council or the faculty at-large.  I refer you to the Governance Plan itself for more specifics on this.

The proposal was first made at the last face-to-face Senate meeting last year and due to the move to virtual meetings, further action was postponed until this year.  I have to reason to believe that it will be reintroduced at the Senate this term and be referred to the Governance and Elections Committee for consideration.  If it does so, the Committee will be required to consider it and report its recommendations to the Senate within 60 days of the submission to it.  Thus, time being of the essence, I therefore ask that you place this matter on your agenda for discussion and comment and let me know your committee’s reactions by late October.

Should you have any questions, please do not hesitate to contact me.

Franklin Moore, Chair
Committee on Governance and Elections

COLLEGENOW Grading Schema – Proposed

Information Item: Grading Options for CollegeNow Courses

* Beginning Summer 2020: BCC CollegeNow grade shall be limited to the following: A+, A, A-, B+, B, B-, C+, C, and NC.
* Retroactive application of policy: The BCC Registrar may convert CollegeNow grades other than A+, A, A-, B+, B, B-, C+, and C to a grade of NC.
* NC grades assigned for CollegeNow students do not count toward the Freshman Forgiveness policy.

Rationale:

University policy indicates that “All college‐credit coursework earned through College Now will count towards students’

academic standing (i.e. GPA) if they matriculate into a degree program at the same CUNY college from where they participated in College Now” (5/6/15 Memorandum; Interim EVC/Provost Wrigley). This policy is beneficial to most students who complete courses through CollegeNow and matriculate at that same college. However, when students earn an F, WU, D, D+, and C- grade in a College Now course and then matriculate at the same college, this negatively affects their academic standing and financial aid eligibility.

CollegeNow courses are designed to give high school students an opportunity to earn college credit while in high school. They are not designed to disadvantage high school students. In a sense, they are analogous to AP courses/exams, which allow the student an opportunity to earn college credit (e.g., if the student earns at least a score of 3, roughly equivalent to a C grade). AP exams with a score of 2 or 1 do not negatively impact a student’s GPA, academic standing, or financial aid eligibility.

Per discussion with University CollegeNow Director, Ljubica Depovic, other CUNY campuses have implemented a number of solutions to this problem. Some campuses run a Registrar process that converts all CollegeNow grades of C- or lower to an “NC” after the grades are posted. Others, including LaGuardia and Queensborough, limit the grades a CollegeNow faculty member can assign, as we propose to do at BCC. In fact, CUNY First already has a CollegeNow designated grade scheme that reflects this proposal.

**Proposed Changes to Academic Policy re: Paralegal and Legal Studies AAS degree and Paralegal Certificate program**

**10/28/20**

**Context:** In early October 2020, the Paralegal and Legal Studies AAS degree (including the option in Lay Advocate) and the Paralegal Certificate program hosted a Virtual Site Visit from its accreditor, the American Bar Association (ABA). The result of this site visit was that the programs were out of compliance with several ABA guidelines. The site team recommended a deferral of the reaccreditation until these compliance issues were addressed. The proposed changes are to address the compliance issues and complete the reaccreditation process.

**Proposed: Clearly specify, in online or printed material, including but not limited to the College Catalog, College Website and CAS Codification, that to be granted acceptance into the Paralegal Certificate students must possess 18 semester credits or the equivalent of general education course work. In addition, students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English. 4.2.8**

**Proposed: Clearly specify, in online or printed material, including but not limited to the College Catalog, College Website and CAS Codification, that students in the Paralegal and Legal Students AAS degree and the Paralegal Certificate program, must complete at least 50% of their Legal Specialty credits while in residence at BCC. 11.2.7**

**Proposed: Clearly specify, in online or printed material, including but not limited to the College Catalog, College Website and CAS Codification, that students in the Paralegal and Legal Students AAS degree and the Paralegal Certificate program, must complete at least nine of their Legal Specialty credits through synchronous instruction. 11.2.7**

|  |  |
| --- | --- |
| Current Codification:  | Proposed Revised Codification:  |
|  | 4.2.8 Admission to the Paralegal Certificate Program1. Students must possess 18 semester credits or the equivalent of general education course work.
2. Students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.

11.2.7 Credit requirements for the Paralegal and Legal Students AAS degree and Paralegal Certificate Program1. Students must complete at least 50% of their Legal Specialty credits while in residence at BCC.
2. Students must complete at least nine of their Legal Specialty credits through synchronous instruction.
 |

**Effective Semester: Spring 2021**

Rationale: To comply with ABA accreditation guidelines and complete reaccreditation process for the Paralegal and Legal Studies AAS degree and Paralegal Certificate programs. The requests for codification changes is in accordance with current practice, but not clearly specified in College material. These changes will formalize these items and bring the programs into compliance with the ABA accreditation guidelines.